

Check-in Application (Gym/Blue Screen)

This application is used by office staff to check if the students have met their requirements for fall and Spring orientation.

This is a web application available online via browser. The link to the web page is available to check-in computers at the gym on orientation days. Staff can access the application via URL. Please contact IT for the URL.

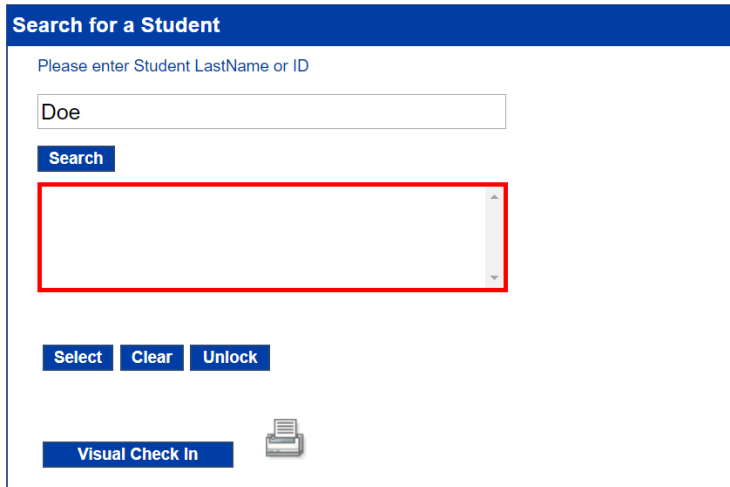
Note

Check-in is Mandatory for New and Returning Undergraduate Day Students.

****This process will be done during orientation from August 13th this year for all Undergraduate Day students New and Returning****

VISUAL CHECK IN PROCESS Step-by-step guide

1. Enter the students ID number or last name, and then click "Search"



The screenshot shows a web application titled "Search for a Student" in a blue header. Below the header, it says "Please enter Student LastName or ID". There is a text input field containing the name "Doe". Below the input field is a blue "Search" button. Underneath the search button is a large, empty rectangular box with a red border, which is likely a placeholder for search results. Below this box are three buttons: "Select", "Clear", and "Unlock". At the bottom of the interface, there is a blue button labeled "Visual Check In" and a printer icon.

2. Once their name appears, highlight it and click on "Select."

The student's record will populate.

Search for a Student

Please enter Student LastName or ID

Search

Joe Jane - 123456 - 1/1/2000

Select **Clear** **Unlock**

Visual Check In 

 **Note:** If you see the message "This profile is in use. Please Unlock and try again" in the Student Information area, please click the "Unlock" button above to unlock the student's record. Re-enter the student's ID number in the search window and click search.

Student Information	
Name	This profile is in use Please Unlock and try again
Student ID	
Commater Status	
Student Type	

3. Notify the student of any requirements they have not met, and advise them to visit the corresponding offices to them resolved.

LYNN UNIVERSITY **Lynn University Student Checkin Fall 2021**

Search for a Student

Please enter Student LastName or ID

Search

Patch3 Sr. Ima - 8888889 - 12/08/1987

Select **Clear** **Unlock**

Visual Check In

Student Information

Name	Ima Patch3 Sr.
Student ID	8888889
Cohort	Unavailable
Division	Undergraduate Division
Tuition Code	UG Evening Students
Housing Status	Resident
International F1 Student	N

International Student Services

Canvas Course - ISO 101	N/A
Immigration Document Verification	N/A
Arrival Confirmation	N/A

Student Financial Services

Statement of Financial Responsibility	Met
1098T Consent Form	Met
ACH Refund Set Up	Met
Health Insurance Enrollment	Met
Financial Aid Documents eSAS	Met
Balance Due	Met

Health Center Services

Health History and Authorization	Met
Physical Examination Form	Met
MMR #1 Vaccination	Met
MMR #2 Vaccination	Met
Meningitis Vaccination	Met

Housing

On/Off Campus Application	Met
Activate ID Card for Room	Met

IBC Building

FBIIS	N/A
Cleaned for iPad Pickup	Not Met

Cancel

ID Card Services

Photo Submitted & Approved **Not Met**

Last Canvas Log-in date: UNAVAILABLE

Last Meal Swipe: UNAVAILABLE

Last Attendance Report: UNAVAILABLE

4. Verify student information in the screen. Any changes must be completed by the registrar office.

Student Information	
Name	Doe, Jane
Student ID	123456
Cohort	
Division	Undergraduate Division
Tuition Code	UG Day Students
Commuter Status	Commuter
International F1 Student	N

5. Verify the student is not missing any documents or account payments. If they do, they must clear their account with Student Financial Services

Student Financial Services		
Statement of Financial Responsibility	✓	Met
1098T Consent Form	✓	Met
ACH Refund Set Up	✓	Met
Health Insurance Enrollment	✓	Met
Financial Aid Documents -eSAS	✓	Met
Balance Due	✓	Met

6. International students need to check with the International Student Office for the new student orientation and other documentation.

International Student Services		
Canvas Course - ISO 101		N/A
Immigration Document Verification		N/A
Arrival Confirmation		N/A

7. Students also need to make sure they have all required documents for the Health Center, Housing and Resident (Resident students) and their picture ID. Students missing these requirements must check with those departments/stations.

Health Center Services		
Health History and Authorization	✓	Met
Physical Examination Form	✓	Met
MMR #1 Vaccination	✓	Met
MMR #2 Vaccination	✓	Met
Meningitis Vaccination	✓	Met

Housing		
On/Off Campus Application	✓	Met
Activate ID Card for Room	✓	Met

ID Card Services		
Photo Submitted & Approved	✗	Not Met
Last Canvas Log-in date:	UNAVAILABLE	
Last Meal Swipe:	UNAVAILABLE	
Last Attendance Report:	UNAVAILABLE	

IBC Building		
FNIS	N/A	
Cleared for iPad Pick-up	✗	Not Met

8. To complete the visual check-in process, print a requirements summary report out for the student by clicking on the printer icon or just visually check them in by clicking on the “Visual Check In” button in the top left section.

Visual Check In



9. When you are finished click on the clear button to enter a new student's ID.

Select

Clear

Unlock



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